

## Welcome to Travel Express

Travel Express is a web based application accessible anywhere with the Internet Explorer browser. To access this application you will need to launch the Internet Explorer Browser and select the Idaho State Controller's web site, [www.sco.idaho.gov](http://www.sco.idaho.gov). Select **Logon** to online applications, enter your username and password and select **Travel Express** from the applications menu screen.



Bookmark this page for quick access

You will only be able to access those applications you have been authorized to use.  
If you do not have authorization to enter an application that you wish to,  
contact your agency security administrator.

Logoff

When you are finished using the applications,  
please logoff to disconnect your secure connection.

[Declare State Surplus Property](#)  
[Employee Self-Service](#)  
[Form W-2](#)  
[GAAP Closing Packages](#)  
[IBIS](#)  
[IPOPS](#)  
[I-TIME](#)

[Online Reporting](#)  
[Pay Stubs](#)  
[Statewide Accounting System](#)  
[Travel Express](#)  
[Vendor Maintenance](#)

Click on Travel  
Express to open

## Multi-trip processing

You have two selections on the main travel express screen. For new submissions use the dropdown list under "Create Travel Voucher" and select **Create New Voucher**. The "View All Vouchers" allows you to see a history of your vouchers in process and paid.



**Welcome to the Idaho State Controller's Travel Express Application. From here you can create your travel reimbursement document or view previously created documents. You can also monitor the progress of a document as it flows through various approvals.**

 <b>Create Travel Voucher</b>	 <b>View All Vouchers</b>
Choose Voucher Type <input type="button" value="v"/>	Select a view <input type="button" value="v"/>

Applications

Log Off

[INFORMATION PAGE](#)

Use the dropdown list and  
select "create a multiple  
travel voucher".

As with the single trip you will need to enter an **Official Home Station, Purpose of Travel and Person Vehicle License Number** (1). Under **Trip1** enter the dates, times and miles driven (2). Save your data. Your voucher will be saved as a draft to allow you to add future trips.

**Travel Express**  
Idaho State Controller's Office

☐ Fiscal To:    
☐ Reviewer

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MARY EVERILL-140

1

**Claimant Information**

I hereby certify that the information in this voucher is correct and just. I hereby certify that the travel was performed under competent orders, the purpose for which it was undertaken, and that the same was necessary in the public service.

<b>Official Home Station</b>	Boise
<b>Purpose of Travel</b>	Home for the weekend from session

<b>Agency</b>	140-CONTROLLER	<b>Personal Vehicle License Number</b>	PAWDWGN
<b>Claimant's Name</b>	MARY EVERILL-140	<b>State Vehicle License Number</b>	

**Trip 1**

<b>Leave Date</b>	01/12/2007	<b>From</b>	Boise	<b>Leave Time</b>	5:00 PM	<b>Return Time</b>	12:30 AM
<b>Return Date</b>	01/15/2007	<b>City</b>	Selected City Twin Falls			<b>PCard?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No

When you are ready to add the next trip, login in and on the main screen select View All Vouchers. You can then select your draft voucher from the list in your folder (4).

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Travel Express Documents by Claimant

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Claimant Name	Status	Current Approver	Origin City	Dest. City	Leave Dte	Return Dte	Create Dte
MARY EVERILL-140	Draft - MARY EVERILL-140		BOISE	BOSTON	07/15/2006	07/21/2006	08/09/2006 09:55:52 AM
MARY EVERILL-140	Draft - MARY EVERILL-140						01/18/2007 02:24:13 PM

Scroll down the retrieved document and click on **Add Trip** (5).

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TOTALS

Detail Totals	Mileage	Meals	Lodging	Misc.
	\$126.10			
<b>Non-PCard</b>				
<b>PCard</b>				

Repeat the steps taken in view (2). Save your trips when finished, and when ready to submit for processing go to the top of the screen, submit click in the Fiscal radio button, and select "Terrill Franks" from the dropdown list. Click the **Route To** button to complete the process.